

<b>PROGRAM</b>	<b>B.COM</b>
<b>SEMESTER</b>	<b>II</b>
<b>COURSE TITLE</b>	<b>Business Leadership Skills</b>
<b>VERTICLE /CATEGORY</b>	<b>SEC 2</b>
<b>COURSE LEVEL</b>	<b>4.5</b>
<b>COURSE CODE</b>	
<b>COURSE CREDIT</b>	<b>2</b>
<b>HOURS PER WEEK THEORY</b>	<b>2</b>
<b>HOURS PER WEEK PRACTICAL/TUTORIAL</b>	<b>NA</b>

#### **COURSE DESCRIPTION**

This course focuses on leadership development in the corporate world. The topics include development of leadership skills at personal level and team level, coaching employees to improve performance, organizational leadership, ethics involved, performance management and new recruit management

#### **COURSE OBJECTIVES**

Enable the learners to

1. Distinguish between appropriate and inappropriate governance structures within an organization.
2. Distinguish between appropriate and inappropriate internal control systems, including system design, controls over data, transaction flow, wireless technology, and internet transmissions.
3. Improve communication skills
4. Be result oriented and focus on vision Level of Knowledge: Conceptual and Basic

#### **COURSE OUTCOME**

CO 1: To Develop interpersonal skills, professionalism, leadership and values

CO 2: To understand accountability, effectively resolve conflicts, teamwork

CO 3: To Develop human resource management skills

CO 4: To Develop External Awareness, be adaptable

CO 5: To Obtain and document information about an organization's strategic planning processes to identify key components of the business strategy and market risks.

#### **ORGANISATION OF THE COURSE**

<b>UNIT NO</b>	<b>COURSE UNITS AT A GLANCE</b>	<b>TOTALHOURS</b>
1	Personal Leadership	15
2	Team Leadership	15
<b>TOTAL HOURS</b>		<b>30</b>

## **COURSE DESIGN**

### **Module 1 Personal Leadership (15)**

- Personal Leadership - Concept and importance, Interpersonal skills (build trust, credibility and respect); Professionalism (project an image of integrity and maturity); Business professionalism (categories of important business relationships, attitude at business meetings, luncheons, dinners)
- Leadership styles; Focus and Discipline (Organizing and prioritizing skills, multitasking, ); Global travel and culture; Network through community service; Network to build business connections and personal brand, promote organization; Time Management

**PEDAGOGICAL APPROACH:-** Role Play, Case Study, Lecture

### **Module 2 Team Leadership (15)**

- Team Leadership – concept and importance, Tangible and intangible costs of employee turnover; Communications to lead (listening effectively, avoiding biases, speaking persuasively); Conflict management (between peers, associates & subordinates); Delegation (Identify candidates for delegation and collaboration); Lead effective meetings (skills essential for building cooperation and positive results in meetings); Leadership Communications;
- Leadership styles and tendencies; Leading strong teams (analyze and capitalize team strengths, working with diverse styles, creation of competitive spirit, motivation); Sharing the glory (focus on team achievements); Visionary Leadership

**PEDAGOGICAL APPROACH:-** Role Play, Case Study, Lecture

#### **REFERENCES:-**

1. Andrew J. Du Brin. (2016). Leadership: Research Findings, Practice and Skills. Cengage Learning, 2. Marshall Goldsmith & Mark Reiter. (2007).
2. What got you here, Won't get you there. Hachette Books Recommended Reading 1. Robert J. Anderson and William A. Adams. (2015).
3. Mastering Leadership: An Integrated Framework for Breakthrough Performance and Extraordinary Business Results. Wiley
4. Robert N. Lussier and Christopher F. Achua. (2016). Leadership: Theory, Application and Skill development. Cengage Learning
5. D. Sivanandhan Radhakrishnan Pillai. (2014). Chanakya's 7 Secrets of Leadership. Jaico Publishing House

**Total 50 Marks:30 Marks External and 20 Marks Internal  
For Major Subject: 30 Marks with 2 Credits/ For Minor Subject with 2  
Credits**

**30 Marks External**

DURATION: 1 Hour

MARKS: 30

**Any 2 out of 3**

Q. 1 Answer the following (15 Marks)  
a.  
b.

Q. 2 Answer the following (15 Marks)  
a.  
b.

Q. 3 Answer the following (15 Marks)  
a.  
b.

**20 Marks Internal**

- |                     |            |
|---------------------|------------|
| 3) Class Test       | (05 Marks) |
| 2) Assignment       | (05 Marks) |
| 3) Presentation     | (05 Marks) |
| 4) Group Discussion | (05 Marks) |
| 5) Quiz             | (05 Marks) |
| 6) Case Study       | (05 Marks) |

**Note: 1) Any Four out of the above can be taken for the internal Assessment.  
2) The internal Assessment shall be conducted throughout the  
Semester.**